How to access the Purchase Order (PO) Search Tool for Global Procurement Suppliers

Objectives

In this quick card, you will find information to:

1. Gain access to the PO Search Tool
2. Gain access to Frequently Asked Questions (FAQ)
3. Connect with additional support

Steps

1. Gain access to the PO Search Tool
   
   Once signed in to the Supplier Portal, there is an option to access the PO Search Tool in the lower right-hand navigation pane under PO Search Tool Resources. Click the PO Search Tool hyperlink to access the tool and follow the instructions provided.

2. Gain access to Frequently Asked Questions (FAQ)
   
   If you have questions about using the PO Search Tool, a PO Search Tool FAQ (Frequently Asked Questions) link is provided in the lower right-hand navigation pane under PO Search Tool Resources.
3. **Connect with additional support**

If you have difficulties signing in or requesting access, click the Support/Feedback link found on the bottom right of the Supplier Portal Welcome page.